

U.S. Mission Vietnam – U.S. Embassy in Hanoi

Vacancy Announcement Number: 2016 - 46

OPEN TO: All Interested Candidates/All Sources

POSITION: Custodian Foreman

OPENING DATE: September 28, 2016

CLOSING DATE: October 12, 2016

WORK HOURS: Full-time, 44 hours/week

ANNUAL SALARY: **Ordinarily Resident (OR):** FSN-3; US\$6,068(Starting Salary)
Not-Ordinarily Resident (NOR): FP-BB; US\$22,502(Starting Salary)
***Final grade/step for NORs will be determined by Washington.**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Hanoi, Vietnam is seeking eligible and qualified applicant for the position of Custodian Foreman in its Facility Maintenance Unit (FMU).

NOTE: Due to the high volume of applications received, we will only contact applicants who are qualified and will be invited for further testing and/or interview. Thank you for your understanding.

BASIC FUNCTION OF POSITION

Incumbent of this position will supervise a work force of all char force employees engaged in cleaning offices and other buildings owned or leased by the Embassy or associated agencies. He/she will also perform cleaning assignment personally.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Completion of secondary school (grade 12) is required.
- 2. EXPERIENCE:** At least two years' experience as a member of a commercial cleaning staff is required.
- 3. LANGUAGE:** Level 2 (Basic knowledge) Speaking/Reading/Writing English is required (this will be tested).
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

4. SKILLS AND ABILITIES: Must have skill in the cleaning trade, have ability to prioritize and supervisory skills.

5. JOB KNOWLEDGE: Must have detail knowledge of office cleaning, (with emphases on cleaning supplies).

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Embassy does not accept applications via Vietnam works or CareerBuilder without DS-174 form. The application form must be in Word or PDF format. The other format such as rar or .jpg is unacceptable.

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-hanoi/> or by contacting Human Resources 84-4) 3850-5126 or (84-4) 3850-5127**

2. Copies of Degrees and certificates that support the position's educational requirement

WHERE TO APPLY:

Human Resources Office 84-4-3850-5000 ext. 5126/5127
E-mail Address: HanoiHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
 - A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
 - Is subject to host country employment and tax laws.
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Bản dịch tóm tắt:

**Đại Sứ Quán Hợp Chúng Quốc Hoa Kỳ
Hà Nội**

THÔNG BÁO TUYỂN DỤNG SỐ 2016 - 46

ĐỐI TƯỢNG: Toàn bộ các ứng cử viên quan tâm/Tất cả các nguồn

VỊ TRÍ: Nhân viên Giám sát Tạp vụ

NGÀY MỞ: 28 tháng 9, 2016

NGÀY ĐÓNG: 12 tháng 10, 2016

GIỜ LÀM VIỆC: Toàn thời gian, 44 giờ/tuần

LƯƠNG MỘT NĂM: Ứng viên thường trú; Bậc 3; US\$ 6,068/năm(Lương khởi điểm)

Tất cả các ứng viên thường trú nếu không phải là công dân nước sở tại cần phải có giấy phép lao động và/hoặc giấy phép lưu trú theo quy định để được xem xét tuyển dụng.

Đại Sứ Quán Hợp Chúng Quốc Hoa Kỳ tại Hà Nội cần tuyển vị trí nhân viên Giám sát Tạp vụ cho phòng Bảo dưỡng/Bảo trì của Đại Sứ Quán tại Hà Nội.

LƯU Ý: Chỉ các hồ sơ hợp lệ và đạt tiêu chuẩn sẽ được mời tới để làm bài kiểm tra tiếng Anh và phỏng vấn.

NHIỆM VỤ CƠ BẢN

Nhân viên của vị trí này sẽ giám sát công việc của toàn bộ nhân viên tạp vụ để bảo đảm công việc vệ sinh trong các văn phòng và các toà nhà của Đại Sứ Quán. Đồng thời nhân viên này cũng trực tiếp làm các công việc tạp vụ như những nhân viên khác trong đội.

YÊU CẦU TUYỂN DỤNG

Tất cả các ứng cử viên cần trình bày cụ thể và đầy đủ thông tin cho từng tiêu chí chọn lựa sau đây:

- 1. BẰNG CẤP:** Tốt nghiệp phổ thông trung học (lớp 12)
- 2. KINH NGHIỆM:** Phải có hai năm kinh nghiệm làm các công việc tạp vụ.
- 3. NGOẠI NGỮ:** Trình độ tiếng Anh bậc 2 (kiến thức cơ bản) (kỹ năng này sẽ được kiểm tra)
Tiếng Việt bậc 4 (trôi chảy)
- 4. KỸ NĂNG CẦN THIẾT:** Phải có kỹ năng lau dọn văn phòng. Phải có khả năng sắp xếp công việc theo tính chất yêu cầu và có kỹ năng giám sát công việc.
- 5. KIẾN THỨC:** Phải có kiến thức chi tiết/cụ thể về công việc lau dọn tại văn phòng, đặc biệt có kiến thức về các chất và dụng cụ tẩy rửa.
Xin hãy liên hệ với phòng Nhân Sự qua số 3850-5000, máy lẻ 5126 hoặc 5127 nếu có thêm câu hỏi.

Mọi thông tin về vị trí tuyển dụng bao gồm các tiêu chuẩn và các bước tuyển dụng, mẫu hồ sơ (mẫu đơn DS-174) được đăng tải trên trang web: <https://vn.usembassy.gov/embassy-consulates/jobs/>

Hồ sơ xin việc bắt buộc phải viết bằng tiếng Anh và gửi thư điện tử tới địa chỉ HanoiHR@state.gov. Yêu cầu ghi rõ mã số của vị trí tuyển dụng **2016-xx** ở dòng chủ đề. Xin lưu ý, phòng Nhân Sự chỉ nhận hồ sơ gửi qua địa chỉ thư điện tử. Những hồ sơ gửi qua đường văn thư sẽ không được chấp nhận.